PEOPLESOFT YEAR END CHECK LIST
FISCAL YEAR 2005 CLOSE

PURCHASING

➢ Request preliminary reports for reconciling and balancing prior to close. ____

➢ Ensure all FY2005 requisitions are awarded or issued as a Purchase Order by July 15, 2005 (work with State Purchasing on this issue). Query 0PO017 and OPO017B should be run daily to monitor requisitions. Query 0PO041 should be run daily to identify current year requisitions not budget checked. ____

➢ Verify all current year Purchase Orders are budget checked prior to the June month end close. Query 0PO040 should be run to check for PO's not yet processed. ____

➢ Verify all outstanding PO encumbrances to determine if they are valid or should be cancelled. Any invalid encumbrances must be cancelled by July 15, 2005. Query 0PO013 & 0PO013GL should be run daily to monitor PO encumbrances. ____

➢ Verify that budget years are not mixed on PO's and Requisitions until after the June month end close. Run Queries 0PO088, and 0PO090 to check for mixed budget year dates. ____

➢ Verify June or an earlier date is used as the accounting date for all FY2005 PO's and Requisitions. Run Queries 0PO087 & 0PO089. ____

➢ Verify July or a later date is used as the accounting date for all future FY2006 PO's and Requisitions. Run Queries 0PO087 & 0PO089. ____

➢ Verify 07/01/2005 or a later date is used as the accounting date for all BY2006 PO's and requisitions. ____

➢ Verify all PO errors are cleaned up prior to close. Review daily reports; BCM Errors 0PO001. ____

ACCOUNTS PAYABLE

➢ Request preliminary reports for reconciling and balancing prior to close. Example: Outstanding payables by program report (APXXX0418) is not automatically produced. ____

➢ Request report of agency payment transactions produced during this FY; APXXX042E Payment History by Vendor Name. ____

➢ Verify labor fringes and withholdings have posted and been paid. ____

PEOPLESOFT YEAR END CHECK LIST
FISCAL YEAR 2005 CLOSE

- Verify all payments are posted. Query 0AP043_AP_Payments_Not_Posted   ____

- Verify all payments have been applied. Query 0AP020_AP_Payments_Not_Applied   ____

- Verify all payments on hold. Should the 'Hold' be deselected to allow payment to generate or should entry remain on hold? Query 0AP014_AP_Vouchers_on_Hold.   ____

- Verify all vouchers are posted. Query 0AP042_Vouchers_Not_Posted   ____

- Verify vouchers with BY 2006 are accurate. Query 0AP050_Vchr_with_Future_Bud_Yr.   ____

- Correct vouchers with a status of 'Recycle'. Query 0AP002_AP_All_Recycled_Trans_BU.   ___

- Verify all AP errors are cleaned up prior to close. Review and correct daily reports; Budget Exceptions Report – APXXX0401.   ____

- Verify all Open Payables against documents. Reconcile and balance to trial balance prior to close. Reconcile Outstanding Payables (APXXX0403 report) Balances to the GL Trial Balance Report.   ____

- Reconcile Cash Disbursement Activity (Query 0AP004 VERIFY_CASH_DISB) to the GL Trial Balance Report.   ____

- Reconcile Expense Balances (Query 0AP005 VERIFY_EXP) to the GL Trial Balance Report.   ____

- Perform Bank Account Reconciliation (export PeopleSoft Account Register to Excel to create outstanding list).   ____

- Verify that all June offline interface files (not all agencies send off lines) have the correct BY. All offline files received between July 1st thru July 15th with a BY of 2005 will automatically have the Accounting Date set to June 30th, therefore causing the voucher to post in AP and GL in the month of June FY2005. These files must be interfaced by July 12th.   ____

ACCOUNTS RECEIVABLE

- ➢ Request preliminary reports for reconciling/balancing prior to close. ____

- ➢ Verify all Open Receivables against documents. Reconcile/balance to Trial balance prior to close. ____

- ➢ Verify all AR errors are cleaned up prior to close. Review daily reports; Budget Exceptions Report. Query 0AR001, 0AR002, 0AR003, 0AR004, 0AR010. ____

- ➢ Verify that offline interface files for FY05 (not all agencies send off lines) have a June date attached to the June file. The last day to submit FY05 offline files is July 12, 2005. ____

- ➢ *NOTE:* **FS will not have an edit in the offline processing that will reject the interface if the accounting date is not a June date if sent in July.** ____

- ➢ Submit requests for any **NEW** FY 2006 Distribution Codes to SAO by June 15, 2005 to ensure they are available for use on July 1, 2005. ____

LABOR DISTRIBUTION

- ➢ Verify June payrolls balance to Labor Distribution.
  PYxxx018H/LDxxx001/LDxxx003.   _____

- ➢ Verify balances for withholdings on the General Ledger.   _____

- ➢ Verify all BY2005 payrolls have been released and posted to the General
  Ledger by June Close.   _____

ASSET MANAGEMENT

Verify all assets received on or before June 30 are posted in AM and GL
in FY2005. Verify that all vouchers, which are posted in AP with an
Accounting Date prior to July 1, 2005, are entered into the AM module
by July 15, 2005 (These assets can be entered into the AM module either
manually or through the Interface. In order for the asset to be loaded from
the Interface into the AM module, it must be in the Interface on or before   _____
July 15, 2005.)

GENERAL LEDGER

- ➢ Request preliminary reports for reconciling/balancing prior to close.   _____

- ➢ Verify all GL errors are cleaned up prior to close. Review daily reports,
  GLxxx0405 Manual Journals/ GLxxx0425 Other Journals/ Budget
  Exceptions Report GLxxx0416.   _____

- ➢ Verify that all June offline interface files (not all agencies send offline
  files) are updated by July 12, 2005. If a June offline for GL is sent during
  the Period of 7-1-05 to 7-12-05, the accounting date must be a June date.   _____

- ➢ Adjustments not made in the AP/AR/AM/PO/GL modules prior to the
  June close should be entered via manual journal entries in the 998
  adjustment period (7-1-05 to 7-15-05).   _____

BUDGETS

➢ Verify BY2006 Annual Operating Budget (AOB) is loaded prior to
entering July expenses. The AOB must reconcile to program and fund
sources in HB85; FY2006 Appropriation Act. Additionally, the subclass
breakdown must reconcile to the Governor's Budget Report as amended
by the General Assembly. The BD_APPROP level of the BCM_ORG
tree will represent program level budgeting. Any variance from this must   ____
be approved by the SAO.

➢ Ensure all new BCM trees or any changes to BCM trees are completed
prior to entering BY2006 budget data.   ____

CHARTFIELDS

➢ Load any new chart fields (programs, projects, etc.) which will be
effective for the new fiscal year prior to loading transaction for FY2006.   ____

➢ Make sure new chart fields are added to the BY2006 trees.   ____